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**Ouachita Parish Homeland Security
and Emergency Preparedness Agency**
(A Component Unit of the Ouachita Parish Police Jury)

Financial Statements
As of and For the Year Ended December 31, 2004

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 7-20-05

**Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)**

As of and For the Year Ended December 31, 2004

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**Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)**

As of and For the Year Ended December 31, 2004

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INDEPENDENT AUDITORS' REPORT

**Executive Committee
Ouachita Parish Homeland Security
and Emergency Preparedness Agency
West Monroe, Louisiana**

We have audited the accompanying financial statements of the governmental activities and each major fund of **Ouachita Parish Homeland Security and Emergency Preparedness Agency** (the Agency), a component unit of the Ouachita Parish Police Jury, as of and for the year ended December 31, 2004, which collectively comprise the Agency's basic financial statements as listed in the accompanying Table of Contents. These financial statements are the responsibility of the Agency's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of governmental activities and each major fund of the Agency as of December 31, 2004, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards* we have also issued our report dated April 6, 2005, on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

**Ouachita Parish Homeland Security
and Emergency Preparedness Agency
West Monroe, Louisiana**

The "Management's Discussion and Analysis" presented on pages 4 through 9 and the "Budgetary Comparison Schedule" presented on pages 25 through 27 are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was made for the purpose of forming opinions on the financial statements that collectively comprise the Ouachita Parish Homeland Security and Emergency Preparedness Agency's basic financial statements. The accompanying Schedule of Expenditures of Federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.



(A Professional Accounting Corporation)

April 6, 2005

**REQUIRED SUPPLEMENTAL INFORMATION
(PART A)**

**OUACHITA PARISH HOMELAND SECURITY AND
EMERGENCY PREPAREDNESS AGENCY
(A Component Unit of Ouachita Parish Police Jury)
Management's Discussion and Analysis
For The Year Ended December 31, 2004**

Our discussion and analysis of the Ouachita Parish Homeland Security and Emergency Preparedness Agency (the "Agency"), a component unit of the Ouachita Parish Police Jury, provides an overview of the Agency's activities for the year ended December 31, 2004. Please read it in conjunction with the Agency's financial statements that begin on page 11.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Ouachita Parish Homeland Security and Emergency Preparedness Agency's basic financial statements. The Ouachita Parish Homeland Security and Emergency Preparedness Agency's basic financial statements comprise three components: 1) government-wide financial statements (GWFS), 2) fund financial statements (FFS), and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements.

Government-wide Financial Statements. The government-wide financial statements of the Agency report information about the Agency using accounting methods similar to those used by private sector companies. These statements offer short- and long-term financial information about its activities.

The *Statement of Net Assets* presents information on all of the Agency's assets and liabilities, with the difference between the two reported as net assets. Over time, increases and decreases in net assets may serve as a useful indicator of whether the financial position of the Agency is improving or deteriorating.

The *Statement of Activities* presents the current year's revenues and expenses and other information showing how the Agency's net assets changed during the year. The change in net assets is reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (for example, earned but unused sick leave).

Fund Financial Statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Agency, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Agency are categorized as governmental funds.

Governmental Funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as, on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Agency maintains two individual governmental funds - the General Fund and the Terrorism Grants Special Revenue Fund. The Agency adopts an annual appropriated budget for each fund, and a budgetary comparison statement is provided for each fund to demonstrate compliance with these budgets.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplemental information concerning the Agency's progress in funding its obligation to provide public safety and protection to the citizens of Ouachita Parish. Required supplemental information can be found beginning on page 25.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of the Agency, assets exceeded liabilities by \$50,275.

Approximately 46% of the Agency's net assets reflect its investment in capital assets (e.g., land, buildings, machinery, and equipment). The Agency uses these capital assets to provide safety and protection to the citizens of Ouachita Parish; consequently, these assets are not available for future spending.

A summary of the Agency's net assets is as follows:

Homeland Security's Net Assets
Summary of Net Assets

	<u>2004</u>	<u>2003</u>
Current and other assets	\$ 54,783	\$ 62,346
Capital assets	22,988	15,324
Total assets	<u>77,771</u>	<u>77,670</u>
Long-term liabilities	1,235	1,081
Other liabilities	26,261	16,564
Total liabilities	<u>27,496</u>	<u>17,645</u>
Invested in capital assets	22,988	44,701
Unrestricted	<u>27,287</u>	<u>15,414</u>
Total net assets	<u>\$ 50,275</u>	<u>\$ 60,115</u>

Governmental Activities

The Agency's net assets decreased by \$10,000 during the current fiscal year. This shift from 2003's \$38,000 increase in net assets is attributable to paying \$11,000 for its facility rental for the first time in 2004 and a \$38,000 increase in salaries and benefits associated with the director's position being filled for all of 2004. Federal terrorism grants also produced a substantial change in comparing 2004 to 2003. However, as these grants are expenditure driven, revenues and expenditures will match at any given time. Therefore, although this change reflects significant change in individual line items, there is no impact on net assets.

Homeland Security's Net Assets
Summary of Governmental Activities

	<u>2004</u>	<u>2003</u>
Revenues:		
Program revenues:		
Operating grants	\$ 414,286	\$ 166,851
Capital grants	246,951	-
General revenues:	510	196
Total revenues	<u>661,747</u>	<u>167,047</u>
Expenses:		
Public safety	671,587	128,843
Increase (decrease) in net assets	<u>(9,840)</u>	<u>38,204</u>
Net assets at beginning of year	60,115	21,911
Net assets at end of year	<u>\$ 50,275</u>	<u>\$ 60,115</u>

FINANCIAL ANALYSIS OF THE AGENCY'S FUNDS

As noted earlier, the Agency uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The financial statements of the Agency present its General Fund and its Terrorism Grants Special Revenue Fund. The changes discussed in the section below provide adequate explanations of the fund's activities during the year.

Governmental Funds

The focus of the governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. In particular, unreserved fund balance may serve as a useful measure of the Agency's net resources available for spending at the end of the fiscal year.

At December 31, 2004, the Agency's fund balance (total assets less total liabilities) decreased from 2003's \$49,082 to \$30,269, all of which was unreserved. As of December 31, 2004, the Agency had cash in the amount of \$13,293, which did not cover its liabilities of \$24,514. However, it should be noted shortly after year end the agency collected approximately \$30,000 of its receivables.

Total operating revenues reflect a significant increase (over 300%) by the inclusion of the Terrorism Grants Special Revenue Fund for the first time in 2004. These grants had previously been included in the Ouachita Parish Police Jury financial statements. However, given the large increase in Federal funding and that the grants are in the name of Homeland Security, the revenues and the expenditures have been moved into this reporting entity. These grants are largely used to secure one-time use supplies as well as depreciable assets. Some of these items are retained at Homeland Security while others are passed on to other entities (such as the local fire and police departments) within the parish. Intergovernmental grants remained steady at \$112,450.

Total operating expenses increased by \$540,622 which is also largely due to the increase in grant activity. Approximately 66% of the increase is attributable to Federal grants expenditures that were passed-through to other first responders within the parish. Another 25% of the increase is also attributable to the grant through the acquisition of materials and supplies as well as for depreciable assets for use by the Agency. The only significant increase outside of the grant activity was in salaries and payroll taxes which collectively increased by 5% (\$15,090). This increase is the result of having the director's position filled for the entire year of 2004, unlike 2003 when the position was vacant for part of the year. Finally, the Agency started renting part of the Ouachita Parish Fire Department's training facility for \$10,980 a year during 2004.

GENERAL BUDGETARY ANALYSIS

General Fund

The Agency employs formal budgetary integration as a management control device during the year. Budgeted amounts included in the Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual include the original adopted budget amounts and the final amended budget amounts. Original budgets for each year are adopted on or before December 31 of the year

preceding the budget year. The original budget is based on estimated revenues, estimated expenses, and other financial information known to the Agency at the time of the adoption of the budget. Amendments to the original budget are made throughout the year as changes in operations, in expected funding levels, and in estimated expenditures occur. The final amended budget is prepared at the time the Agency anticipates no additional significant increases or decreases in revenues and expenses for the year and no expected changes in operations.

The changes in original budgeted revenues and expenditures compared to the amended budget were minor with budgeted revenues increasing by less than 2% (\$2,825) and budgeted expenditures decreasing by \$733. Funding support from the City of Monroe, the City of West Monroe and the Ouachita Parish Police Jury is determined by the support obtained from the Emergency Management Performance Grant, a Federal grant, which increased by 52% (\$15,375). Consequently, budgeted funding from the three local governments decreased back to the 2003 funding level.

With respect to expenditures, it should be noted that although the change in total was only \$733, the amended budget for salaries increased by \$9,252 as compared to the original budget. Indirect costs also increased by \$4,942. Conversely, telephone, travel, vehicle operations and capital outlay collectively decreased by \$13,827.

The difference between the final amended budgeted revenues and actual revenues for the year ended December 31, 2004, totaled \$327, an insignificant variance. The final amended budgeted expenses exceeded the actual expenses for the year ended December 31, 2004, by \$1,076. Collectively, the Agency finished the year with a positive variance of \$749 when comparing the amended budget to actual.

Terrorism Grants Special Revenue Fund

This fund accounts for the four remaining federal grants that have been awarded to the Agency. They include the State Domestic Preparedness Equipment Support Grant, the State Homeland Security Programs, the Community Emergency Response Team and Citizens Corp. These grants are expenditure-driven which results in the revenues equaling the amounts expended on each of the programs. Amounts that are not used on these multi-year grants can be carried forward to future award periods (for a limited time).

An original budget was not adopted on this fund. Amended budgeted revenues were prepared on an expenditure-driven basis. Being that amounts expended on these grants were not as high as expected, variances between the amended budget and actual amounts resulted. As previously explained, unused grant dollars can be carried forward to future periods.

CAPITAL ASSETS AND LONG-TERM OBLIGATIONS

At December 31, 2004 and 2003, the Agency had invested in various capital assets, including plant, equipment, furniture, and vehicles. The capital assets are summarized as follows:

**Homeland Security's Capital Assets
Summary of Capital Assets**

	2004	2003
Computer Equipment	\$ 28,980	\$ 19,432
Audio Visual Equipment	1,932	2,026
Furniture and Equipment	7,344	7,204
Plant	4,384	110,595
Vehicles	21,325	21,325
Communications Equipment	5,654	3,963
Totals	<u>\$ 69,619</u>	<u>\$ 164,545</u>

A significant amount of capital assets of Plant were written off as a result of the Agency no longer being housed in a former facility.

The Agency's long-term obligations consist entirely of compensated absences, which decreased by \$1,309 from 2004 to 2003.

ECONOMIC FACTORS AND FUTURE OUTLOOK

The Agency's budgeted revenues and expenditures for 2005 are comparable to 2004's actual revenues and expenditures. The Agency does not anticipate any changes in its day-to-day operations and in its Federal programs that will have a material effect on its 2005 budget.

CONTACTING THE AGENCY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the Agency's finances and to show its accountability for the money it receives. If you have questions about this report or need additional financial information, contact Bradley N. Cammack, CPA, Treasurer of the Ouachita Parish Police Jury, at P. O. Box 3007, Monroe, Louisiana 71201 or call at (318) 327-1340.

Basic Financial Statements

Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)

Governmental Fund-Balance Sheet (FFS) /
Governmental Activities-Statement of Net Assets (GWFS)

December 31, 2004

	<u>Major Funds</u>				
	<u>General</u>	<u>Terrorism</u>	<u>Balance</u>	<u>Adjustments</u>	<u>Statement of</u>
	<u>Fund</u>	<u>Grants</u>	<u>Sheet</u>		<u>Net Assets</u>
		<u>Special Revenue</u>			
		<u>Fund</u>			
Assets					
Cash	\$ 13,293	\$ -	\$ 13,293	\$ -	\$ 13,293
Receivables	21,795	19,695	41,490	-	41,490
Capital Assets, net	-	-	-	22,988	22,988
Total Assets	\$ 35,088	\$ 19,695	\$ 54,783	\$ 22,988	\$ 77,771
Liabilities					
Payables	\$ 1,265	\$ 19,695	\$ 20,960	\$ -	\$ 20,960
Accrued Liabilities	3,554		3,554	-	3,554
Compensated Absences:					
Due within one year	-	-	-	1,747	1,747
Due in more than one year	-	-	-	1,235	1,235
Total Liabilities	4,819	19,695	24,514	2,982	27,496
Fund Balance / Net Assets					
Fund Balance - Unreserved	30,269	-	30,269	(30,269)	
Total Liabilities and Fund Balance	\$ 35,088	\$ 19,695	\$ 54,783		
Net Assets					
Invested in capital assets				22,988	22,988
Unrestricted				27,287	27,287
Total Net Assets				\$ 50,275	\$ 50,275

The accompanying notes are an integral part of this statement.

**Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)**

**Reconciliation of the Governmental Funds-Balance Sheet (FFS)
to the Governmental Activities-Statement of Net Assets (GWFS)**

December 31, 2004

Fund Balance	\$30,269
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Amounts reported for governmental activities in the Statement
of Net Assets are different because:

The cost of capital assets purchased is reported as an expenditure in the Governmental Funds. The Statement of Net Assets includes those capital assets among the assets of the Agency as a whole. The cost of those capital assets is allocated over their estimated useful lives (as depreciation expense) to Public Service as reported as Governmental Activities in the Statement of Activities. Because depreciation expense does not affect financial resources, it is not reported in governmental funds.

Cost of Capital Assets	\$69,619	
Accumulated Depreciation	<u>(46,631)</u>	22,988

Compensated Absences applicable to the Agency's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities, both current and long-term, are reported in the Statement of Net Assets, but not in the Governmental Funds.

(2,982)

Net Assets	<u>\$50,275</u>
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The accompanying notes are an integral part of this statement.

Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)

Governmental Fund-Statement of Revenues, Expenditures and Changes in Fund Balance (FFS)
Governmental Activities-Statement of Activities (GWFS)

For the Year Ended December 31, 2004

	<u>Major Funds</u>		<u>Statement of Revenues</u>		
	<u>General</u>	<u>Terrorism</u>	<u>Expenditures and</u>		<u>Statement of</u>
	<u>Fund</u>	<u>Grants</u>	<u>Changes in</u>	<u>Adjustments</u>	<u>Activities</u>
	<u>Fund</u>	<u>Special Revenue</u>	<u>Fund Balance</u>		
	<u>Fund</u>	<u>Fund</u>			
Expenditures / Expenses					
Public Safety:					
Advertising and Legal Notices	\$ 309	\$ -	\$ 309	\$ -	\$ 309
Communication Expense	1,721	-	1,721	-	1,721
Depreciation	-	-	-	9,218	9,218
Indirect Cost Allocation	6,638	-	6,638	-	6,638
Insurance	5,306	-	5,306	-	5,306
Janitorial and Maintenance	362	-	362	-	362
Materials and Supplies	872	128,417	129,289	-	129,289
Office Expense	3,723	1,354	5,077	-	5,077
Payroll Taxes and Related Benefits	26,527	-	26,527	-	26,527
Postage	314	74	388	-	388
Professional Services	5,856	-	5,856	-	5,856
Rental-Building Facilities	10,980	-	10,980	-	10,980
Rental-Copier	2,054	-	2,054	-	2,054
Rental-Equipment	4,078	-	4,078	-	4,078
Salaries	96,512	-	96,512	(1,309)	95,203
Telephone	7,713	-	7,713	-	7,713
Travel and Other Expenses	193	1,344	1,537	-	1,537
Vehicle Operations	2,219	-	2,219	-	2,219
Subgrants:					
City of Monroe	-	192,550	192,550	-	192,550
City of West Monroe	-	18,974	18,974	-	18,974
Ouachita Parish Police Jury	-	92,615	92,615	-	92,615
Ouachita Parish Sheriff's Office	-	48,347	48,347	-	48,347
Town of Richwood	-	920	920	-	920
Town of Sterlington	-	904	904	-	904
University of Louisiana at Monroe	-	2,802	2,802	-	2,802
Total Public Safety	175,377	488,301	663,678	7,909	671,587
Capital Outlay	194	16,688	16,882	(16,882)	-
Total Expenditures / Expenses	175,571	504,989	680,560	(8,973)	671,587
Revenues					
Program Revenues:					
Operating Grants and Contributions					
Federal Grants	43,888	257,948	301,836	-	301,836
City of Monroe	43,750	-	43,750	-	43,750
City of West Monroe	11,450	-	11,450	-	11,450
Ouachita Parish Police Jury	57,250	-	57,250	-	57,250
Capital Grants and Contributions					
Federal Grants	-	246,951	246,951	-	246,951
Total Program Revenues	156,338	504,899	661,237	-	661,237
Net Program Expense	(19,233)	(90)	(19,323)	8,973	(10,350)
General Revenues:					
Other Revenues	510	-	510	-	510
Total General Revenues	510	-	510	-	510
Excess (Deficiency) of Revenues Over Expenditures / Expenses	(18,723)	(90)	(18,813)	8,973	(9,840)
Fund Balance/Net Assets at Beginning of Year	48,992	90	49,082	11,033	60,115
Fund Balance/Net Assets at End of Year	\$ 30,269	\$ -	\$ 30,269	\$ 20,006	\$ 50,275

The accompanying notes are an integral part of this statement.

**Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)**

**Reconciliation of Governmental Funds-Statement of Revenues, Expenditures
and Changes in Fund Balance (FFS) to Governmental Activities-Statement
of Activities (GWFS)**

For the Year Ended December 31, 2004

Change in Fund Balance	\$(18,813)
------------------------	------------

Amounts reported for governmental activities in the Statement of
Activities are different because:

Capital outlays are reported in the Governmental Funds as expenditures. However, in the Statement of Activities, the cost of these assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceed depreciation

Capital outlays	16,882	
Depreciation	<u>(9,218)</u>	7,664

In the Statement of Activities, certain operating expenses-compensated absences (annual leave)-are measured by the amounts earned during the year. In the Governmental Funds; however, expenditures for these items are measured by the amount of financial resources used (essentially, the amounts actually paid). This year, annual leave used (\$4,771) exceeded the amounts earned (\$3,462)

1,309

Change in Net Assets	<u><u>\$(9,840)</u></u>
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The accompanying notes are an integral part of this statement.

**Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)**

**Notes to the Financial Statements
As of and for the Year Ended December 31, 2004**

Introduction

The Ouachita Parish Homeland Security and Emergency Preparedness Agency (the Agency) was organized by ordinances adopted by the City of Monroe, the City of West Monroe, and the Ouachita Parish Police Jury. The mayors of the two cities and the president of the Police Jury comprise the Executive Committee of the Agency. The Executive Committee appoints the Agency director who serves as the operating manager.

Note 1 - Summary of Significant Accounting Policies

A. Basis of Presentation

The accompanying financial statements of the Ouachita Parish Homeland Security and Emergency Preparedness Agency have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. Financial Reporting Entity

As the governing authority of the parish, for reporting purposes, the Ouachita Parish Police Jury (the Police Jury) is the reporting entity for Ouachita Parish. The financial reporting entity consists of (a) the primary government (the Police Jury), (b) organizations for which the reporting entity is financially accountable, and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

GASB Statement No. 14 established criteria for determining which component units should be considered part of the reporting entity for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. These criteria include:

1. Appointing a voting majority of an organization's governing body, and:
 - a. The ability of the primary government to impose its will on that organization
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the primary government.

**Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)**

**Notes to the Financial Statements
As of and for the Year Ended December 31, 2004**

2. Organizations for which the primary government does not appoint a voting majority but are fiscally dependent on the primary government.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of nature or significance of the relationship.

Under Louisiana Revised Statute 29:727, the president of the Police Jury directs operations of the Agency and is required to maintain a parish office of emergency preparedness. Statutorily, the director of the Agency serves at the pleasure of the president of the Police Jury. Although governed by a joint board, the Police Jury's ability to exert its will on the Agency, the agency's fiscal dependency on the Police Jury and the scope of public service rendered by the agency make it a component unit of the Ouachita Parish Police Jury reporting entity.

The accompanying financial statements present information only on the funds maintained by the Agency and do not present information on the Police Jury, the general governmental services provided by that governmental unit, or other governmental units that comprise the financial reporting entity.

C. Fund Accounting

The financial transactions of the Agency are recorded in individual funds, each of which is considered a separate accounting entity. The operations of the fund is accounted for with a set of self-balancing accounts that includes its assets, liabilities, fund equity, revenues and expenditures/expenses. Fund accounting segregates a fund according to its intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The Agency uses the following fund type:

Governmental Funds

Governmental funds account for the Agency's general governmental activities including the collection and disbursement of specific or legally restricted monies and the acquisition or construction of capital assets. Governmental funds are divided into major and nonmajor funds. Major funds are funds that meet certain dollar tests of their assets, liabilities, revenues and expenditures/expenses. Major funds are larger, more significant funds. Nonmajor funds are the Governmental Funds that do not meet the dollar tests for major funds: Governmental funds include:

**Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)**

**Notes to the Financial Statements
As of and for the Year Ended December 31, 2004**

General Fund - The General Fund is the general operating fund of the Agency. It accounts for all of its financial resources except those required to be accounted for in another fund and is always a major fund.

Special Revenue Funds – Special Revenue Funds account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The Terrorism Grants Fund is the only Special Revenue Fund and it is a major fund.

D. Basis of Accounting / Measurement Focus

Government-Wide Financial Statements (GWFS)

The Statement of Net Assets and the Statement of Activities display information about the reporting government as a whole.

The Statement of Net Assets and the Statement of Activities were prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Non-exchange transactions are recognized when the Agency has an enforceable legal claim to the revenues, expenses, gains, losses, assets and liabilities.

Fund Financial Statements (FFS)

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds reported in the fund financial statements are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and liabilities are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

Governmental funds reported in the fund financial statements are accounted for on the modified accrual basis of accounting. Governmental fund revenues are recognized in the accounting period in which they become susceptible to accrual – that is when they become both measurable and available to pay current period liabilities. Such revenue items are intergovernmental grants from three local governments. Revenue from Federal grants is recorded when the reimbursable expenditure has been incurred.

Expenditures are recorded when the related fund liability is incurred.

**Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)**

**Notes to the Financial Statements
As of and for the Year Ended December 31, 2004**

E. Capital Assets

Capital Assets are reported in the governmental fund in the government-wide financial statements. The Agency considers assets with an initial individual cost of \$100 or more and an estimated life of 1 year or more as a capital asset.

Capital assets are recorded at historical cost and depreciated over their estimated useful lives. Donated capital assets are recorded at their estimated fair value at the date of donation.

Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Capital assets have not been assigned a salvage value because management feels that any salvage value would be immaterial. Straight-line depreciation is used based on the following useful lives:

<u>Three Years</u>	<u>Five Years</u>	<u>Seven Years</u>
Computer Equipment	Audio-Visual Equipment Furniture and Equipment Plant Vehicles	Communications Equipment

F. Budgetary Practices

Preliminary budgets based on the modified accrual basis of accounting for the general fund and the cash basis of accounting for the Terrorism Grants Special Revenue Fund are prepared annually by the Executive Committee. The proposed budgets are reviewed by the Police Jury's Budget Committee and revised as deemed necessary. The proposed budgets are included in the public hearing process conducted by the Police Jury for its proposed budgets. The budgets are adopted during the Police Jury's selected December meeting. The budgetary data included in the accompanying financial statements includes the originally adopted budget and any amendments thereto.

G. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)**

**Notes to the Financial Statements
As of and for the Year Ended December 31, 2004**

Note 2 - Terrorism Grants

Prior to 2004, terrorism grants had been shown as a Special Revenue Fund of the Ouachita Parish Police Jury. These grants were fewer in number and smaller in revenues and expenditures.

In 2004, the number of grants increased and amounts involved were substantially larger. These grants also involved acquiring equipment and expendable items on behalf of other governmental entities as well as for its own use. Finally, these grants were made between the State of Louisiana and the Ouachita Parish Homeland Security and Emergency Preparedness Agency. As a result, this fund has been moved to this Agency.

Note 3 - Cash

Under state law, the Agency may deposit funds with a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Agency may invest in United States bonds, treasury notes, certificates, or time deposits of state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

At December 31, 2004, the Agency had cash (bank and book balances) totaling \$13,293, all of which is covered by federal deposit insurance.

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by Federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times at least equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

**Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)**

**Notes to the Financial Statements
As of and for the Year Ended December 31, 2004**

Note 4 - Capital Assets

A summary of the changes in capital assets for the year ended December 31, 2004 were as follows:

	Balance 1/1/2004	Additions	Deletions	Balance 12/31/2004
Capital assets being depreciated:				
Computer equipment	\$ 19,432	\$ 10,609	\$ 1,061	\$ 28,980
Audio visual	2,026	-	94	1,932
Furniture and equipment	7,204	140	-	7,344
Plant	110,595	4,139	110,350	4,384
Vehicles	21,325	-	-	21,325
Communications equipment	3,963	1,994	303	5,654
Total capital assets being depreciated	<u>164,545</u>	<u>16,882</u>	<u>111,808</u>	<u>69,619</u>
Less: accumulated depreciation:				
Computer equipment	16,480	2,531	1,061	17,950
Audio visual	1,593	246	94	1,745
Furniture and equipment	4,284	1,558	-	5,842
Plant	110,633	45	110,350	328
Vehicles	15,282	4,043	-	19,325
Communications equipment	949	795	303	1,441
Total accumulated depreciation	<u>149,221</u>	<u>9,218</u>	<u>111,808</u>	<u>46,631</u>
Capital Assets, Net	\$ <u>15,324</u>	\$ <u>7,664</u>	\$ <u>-</u>	\$ <u>22,988</u>

Public Safety was charged with all governmental activities depreciation expense.

Note 5 - Compensated Absences

Employees of the Agency earn vacation and sick leave in accordance with provisions of the Louisiana Civil Defense Merit Program administered by the Louisiana Department of Civil Service. The amount of each type of leave earned by employees is dependent upon length of service of that employee, ranging from .0625 hours of leave for each hour of regular duty for employees with less than three years of service up to a maximum of 1086 hours of leave for each hour of regular duty for an employee with twenty or more years of service. Employees are allowed to carry forward all accrued unused sick leave

**Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)**

**Notes to the Financial Statements
As of and for the Year Ended December 31, 2004**

to succeeding calendar years. Unused accrued annual leave may be carried forward to succeeding years.

An employee permanently separated from employment as a result of voluntary resignation, discharge, retirement, or death shall receive a terminal payment for annual leave earned. This terminal payment shall not exceed the value of 500 hours computed on the basis of the employee's hourly rate of pay at the time of his separation. This payment shall be made to the estate of the employee separated by death. No terminal payment shall be made for accrued sick leave.

At December 31, 2004, employees had earned and accumulated annual leave totaling \$2,982.

Note 6 - Summary of Changes in General Long-Term Obligations-Compensated Absences

	<u>Balance</u> <u>1/1/2004</u>		<u>Increases</u>		<u>Decreases</u>		<u>Balance</u> <u>12/31/2004</u>
Compensated Absences \$	<u>4,291</u>	\$	<u>3,462</u>	\$	<u>4,771</u>	\$	<u>2,982</u>

Note 7 - Retirement System

Employees of the Agency are members of the Parochial Employees Retirement System of Louisiana (System), a cost sharing, multiple-employer, PERS administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees are members of Plan A.

All permanent employees working at least 28 hours per week who are paid wholly or in part from parish funds and all elected parish officials are eligible to participate in the System. Under Plan A, employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their final-average salary for each year of creditable service. However, for those employees who were members of the supplemental plan only prior to January 1, 1980, the benefit is equal to one percent of final average salary plus \$24 for each year of supplemental-plan-only service earned prior to January 1, 1980. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above and do not withdraw their employee

**Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)**

**Notes to the Financial Statements
As of and for the Year Ended December 31, 2004**

contributions may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

Funding Policy. State statute requires employees covered by Plan A to contribute 9.50 percent of their annual covered salary and the Agency is required to contribute at an actuarially determined rate. The current actuarially determined rate is 11.75 percent of annual covered payroll. Contributions to the System include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish, except Orleans and East Baton Rouge Parishes. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the Agency are established by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Agency contributions to the System under Plan A for the years ending December 31, 2004, 2003 and 2002 were \$10,233, \$5,839, and \$6,687, respectively.

The Parochial Employees' Retirement System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Parochial Employees' Retirement System, Post Office Box 14619, Baton Rouge, Louisiana 70898-4619, or by calling (225) 928-1361.

Note 8 - Risk Financing Activities

Through its primary government (the Police Jury), the Agency participates in the Parish Government Risk Management Office, a public entity risk pool providing group health and life insurance programs. In addition, the Agency participates in the self-insurance program created by the Police Jury for the purpose of self-funding potential insurance losses for property and vehicle insurance, workers compensation and comprehensive general liability claims. The self-insurance plan is administered by a third party, with claims in excess of the self-insured amount of \$100,000 being paid from the excess liability carrier. The Police Jury is using internal service funds to account for its risk financing activities. At December 31, 2004 the balance available in the self-insurance funds to pay liabilities if and when they arise is approximately \$1,200,000.

**Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)**

**Notes to the Financial Statements
As of and for the Year Ended December 31, 2004**

Note 9 - Lease Commitments and Rental Expense

Operating Leases

The Agency leases various items of equipment under lease agreements that are subject to annual reappropriation clauses. Generally, as equipment leases expire, they are replaced with other leases.

Note 10 - Related Party - Rental of Building Facility

The Agency rents its building facility from the Ouachita Parish Fire Department. In 2004, rental expense totaled \$10,980.

**REQUIRED SUPPLEMENTAL INFORMATION
(PART B)**

Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)

Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual

Governmental Fund-General Fund

For the Year Ended December 31, 2004

	<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
Expenditures				
Public Safety:				
Advertising and Legal Notices	\$ 1,747	\$ 397	\$ 309	\$ 88
Communication Expense	4,600	1,875	1,721	154
Indirect Cost Allocation	-	4,942	6,638	(1,696)
Insurance	4,500	5,306	5,306	-
Janitorial and Maintenance	1,050	835	362	473
Materials and Supplies	1,250	750	872	(122)
Office Expense	3,970	3,520	3,723	(203)
Payroll Taxes and Related Benefits	26,396	26,735	26,527	208
Postage	1,040	525	314	211
Professional Services	2,700	5,900	5,856	44
Rental-Building Facilities	11,500	11,500	10,980	520
Rental-Copier	2,250	2,250	2,054	196
Rental-Equipment	3,800	4,110	4,078	32
Salaries	87,500	96,752	96,512	240
Telephone	10,200	7,900	7,713	187
Travel and Other Expenses	3,000	125	193	(68)
Vehicle Operations	4,635	2,400	2,219	181
Total Operating Services	<u>170,138</u>	<u>175,822</u>	<u>175,377</u>	<u>445</u>
Capital Outlay	7,242	825	194	631
Total Expenditures	<u>177,380</u>	<u>176,647</u>	<u>175,571</u>	<u>1,076</u>
Revenues				
Federal Grants	29,350	44,725	43,888	(837)
City of Monroe	48,750	43,750	43,750	-
City of West Monroe	12,500	11,450	11,450	-
Ouachita Parish Police Jury	63,750	57,250	57,250	-
Other Revenues	-	-	510	510
Total Revenues	<u>154,350</u>	<u>157,175</u>	<u>156,848</u>	<u>(327)</u>
Excess (Deficiency) of Revenues Over Expenditures	(23,030)	(19,472)	(18,723)	749
Fund Balance at Beginning of Year	<u>48,992</u>	<u>48,992</u>	<u>48,992</u>	<u>-</u>
Fund Balance at End of Year	<u>\$ 25,962</u>	<u>\$ 29,520</u>	<u>\$ 30,269</u>	<u>\$ 749</u>

**Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)**

**Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual**

Governmental Fund-Terrorism Grants Special Revenue Fund

For the Year Ended December 31, 2004

	<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE POSITIVE (NEGATIVE)</u>
Expenditures				
Public Safety:				
Office Expense	\$ -	\$ 10,120	\$ 1,354	\$ 8,766
Postage	-	74	74	-
Travel and Other Expenses	-	1,125	1,344	(219)
Subgrants to Local Government Agencies	-	138,271	116,393	21,878
Total Public Safety	-	149,590	119,165	30,425
Capital Outlay	-	16,688	16,688	-
Total Expenditures	-	166,278	135,853	30,425
Revenues				
Federal Grants	-	166,188	135,763	(30,425)
Total Revenues	-	166,188	135,763	(30,425)
Deficiency of Revenues Over Expenditures	-	(90)	(90)	-
Fund Balance at Beginning of Year	90	90	90	-
Fund Balance at End of Year	\$ 90	\$ -	\$ -	\$ -

Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)

Notes to the Budgetary Comparison Schedule
As of and for the Year Ended December 31, 2004

Reconciliation of the Budgetary Basis and the GAAP Basis

The Executive Committee approves formal budgets for the General Fund and the Terrorism Grant Fund. The General Fund is prepared on the modified accrual basis of accounting while the Terrorism Grant Fund is prepared on the cash basis of accounting. Therefore, noncash transactions are not reflected in the formal budget.

Transactions that are accounted for on the noncash basis includes the noncash portion of two Federal grants that are passed through the State of Louisiana (State Domestic Preparedness Equipment Support Grant and the State Homeland Security Program) for which the Agency receives equipment and expendable type items such as gloves and boots which are accounted for as revenues on the GAAP basis. All of these items are then classified as expenditures on the GAAP basis as they are either retained by the Agency or are passed on to other local government agencies within Ouachita Parish.

The following summary reconciles the Terrorism Grant Fund from the budgetary basis to the GAAP basis of reporting:

Revenues	
Budgetary basis	\$ 135,763
Noncash activity	369,136
GAAP basis	<u>504,899</u>
Expenditures	
Budgetary basis	135,853
Noncash activity	<u>369,136</u>
GAAP basis	<u>504,989</u>
Net change in fund balances on GAAP basis	(90)
Fund balance at December 31, 2003 on GAAP basis	<u>90</u>
Fund balance at December 31, 2004 on GAAP basis	<u><u>\$ -</u></u>

**REPORTS REQUIRED BY GOVERNMENT AUDITING STANDARDS
AND OMB CIRCULAR A-133**

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

**Executive Committee
Ouachita Parish Homeland Security and
Emergency Preparedness Agency
West Monroe, Louisiana**

We have audited the financial statements of **Ouachita Parish Homeland Security and Emergency Preparedness Agency** (the Agency) (a component unit of the Ouachita Parish Police Jury), as of December 31, 2004, and have issued our report thereon dated April 6, 2005. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

Compliance

As part of obtaining reasonable assurance about whether the Agency's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Agency's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be considered material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may

**Executive Committee
Ouachita Parish Homeland Security and
Emergency Preparedness Agency**

occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended for the information of the Ouachita Parish Police Jury, Members of the Executive Committee of the Ouachita Parish Homeland Security and Emergency Preparedness Agency, management of the Ouachita Parish Homeland Security and Emergency Preparedness Agency and other entities granting funds to the Agency and the Legislative Auditor for the State of Louisiana and is not intended to be and should not be used by anyone other than these specified parties. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



(A Professional Accounting Corporation)

April 6, 2005



Francis I. Huffman, CPA
L. Fred Monroe, CPA
Esther Atteberry, CPA

John L. Luffey, MBA, CPA (1963-2002)

**REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH
MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN
ACCORDANCE WITH OMB CIRCULAR A-133**

**Executive Committee
Ouachita Parish Homeland Security and
Emergency Preparedness Agency
West Monroe, Louisiana**

Compliance

We have audited the compliance of the **Ouachita Parish Homeland Security and Emergency Preparedness Agency** (the Agency) with the types of compliance requirements described in the U. S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that are applicable to each of its major Federal programs for the year ended December 31, 2004. The Agency's major Federal program is identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to its major Federal program is the responsibility of the Agency's management. Our responsibility is to express an opinion on the Agency's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major Federal program occurred. An audit includes examining, on a test basis, evidence about the Agency's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Agency's compliance with those requirements.

In our opinion, the Agency complied, in all material respects, with the requirements referred to above that are applicable to its major Federal program for the year ended December 31, 2004.

**Executive Committee
Ouachita Parish Homeland Security and
Emergency Preparedness Agency**

Internal Control Over Compliance

Management of the Agency is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to Federal programs. In planning and performing our audit, we considered the Agency's internal control over compliance with requirements that could have a direct and material effect on a major Federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major Federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended for the information of the Ouachita Parish Police Jury, Members of the Executive Committee of the Ouachita Parish Homeland Security and Emergency Preparedness Agency, management of the Ouachita Parish Homeland Security and Emergency Preparedness Agency and other entities granting funds to the Agency and the Legislative Auditor for the State of Louisiana and is not intended to be and should not be used by anyone other than these specified parties. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



(A Professional Accounting Corporation)

April 6, 2005

**Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)**

Schedule of Expenditures of Federal Awards

For the Year Ended December 31, 2004

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/ PROGRAM TITLE	C.F.D.A. NUMBER	GRANT NUMBER	DISBURSEMENTS	PROGRAM TOTAL
U. S. DEPARTMENT OF HOMELAND SECURITY				
Passed through State of Louisiana, Louisiana State Police (Department of Public Safety):				
State Domestic Preparedness Equipment Support Grant	97.004	2002-TE-CX-0022	\$ 15,191	
State Domestic Preparedness Equipment Support Grant	97.004	2002-TE-CX-0148	18,510	
State Domestic Preparedness Equipment Support Grant	97.004	2002-TE-CX-0148	28,243	
State Domestic Preparedness Equipment Support Grant	97.004	2003-TE-CX-0001	93,745	\$ 155,689
State Homeland Security Program (SHSP)	97.073	2003-TE-TX-0163	94,735	
State Homeland Security Program (SHSP)	97.073	2003-MU-T3-0022	248,442	343,177
Passed through State of Louisiana, Office of Homeland Security and Emergency Preparedness:				
Emergency Management Performance Grant (EMPG)	97.042	FY2004 EMF-13-01 ALG	33,544	
Emergency Management Performance Grant (EMPG)	97.042	FY2005 EMF-13-01 ALG	10,345	43,889
Community Emergency Response Team (CERT)	97.054	LANG-HLS/EP	2,486	
Community Emergency Response Team (CERT)	97.054	LANG-HEP-O	3,233	5,719
Citizens Corps	97.053	LANG-HEP-O	313	313
Total U. S. Department of Homeland Security			\$	<u>548,787</u>

Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)
Notes to Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2004

Note 1 - General

The accompanying *Schedule of Expenditures of Federal Awards* presents the activities of all Federal awards of the Ouachita Parish Homeland Security and Emergency Preparedness Agency (the Agency). The Agency is a component unit of the Ouachita Parish Police Jury as defined in Note 1 to the Agency's financial statements. All Federal awards received directly from Federal agencies as well as Federal awards passed through other government agencies are included on the schedule.

Note 2 - Basis of Accounting

The accompanying *Schedule of Expenditures of Federal Awards* is presented using the modified accrual basis of accounting, which is described in Note 1 to the Agency's component unit's financial statements.

Note 3 - Funds Provided to Subrecipients

The Agency provided Federal awards reflected on the accompanying *Schedule of Expenditures of Federal Awards* to subrecipients as follows:

	State Domestic Preparedness Equipment Support Program 97.004	State Homeland Security Program 97.073	Total
City of Monroe	\$ 64,964	\$ 127,586	\$ 192,550
City of West Monroe	12,179	6,795	18,974
Ouachita Parish Police Jury	2,676	89,939	92,615
Ouachita Parish Sheriff's Office	44,355	3,992	48,347
Town of Richwood	920	-	920
Town of Sterlington	904	-	904
University of Louisiana at Monroe	2,802	-	2,802
Total	\$ <u>128,800</u>	\$ <u>228,312</u>	\$ <u>357,112</u>

Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)
Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2004

Section I. Summary of Auditors' Results

Financial Statements

Type of auditors' report issued: unqualified

Internal control over financial reporting:

- Material weaknesses identified? ☐ Yes ☒ No
- Reportable conditions identified that are not considered to be material weaknesses? ☐ Yes ☒ None Reported

Noncompliance material to financial statements noted? ☐ Yes ☒ No

Federal Awards

- Material weaknesses identified? ☐ Yes ☒ No
- Reportable conditions identified that are not considered to be material weaknesses? ☐ Yes ☒ None Reported

Type of auditors' report on compliance for major programs: Unqualified

Any audit findings disclosed that are required to be reported in accordance with Section 501(a) of Circular A-133? ☐ Yes ☒ No

**Ouachita Parish Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)
Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2004**

Identification of major programs:

CFDA Number

97.073

Name of Federal Program

State Homeland Security Program

Dollar threshold used to distinguish between Type A and Type B programs was
\$300,000

Auditee qualified as low-risk auditee?

 X Yes

 No

**Section II. Findings related to the financial statements that are required to be reported
under *Government Auditing Standards***

None

**Section III. Findings related to compliance with requirements applicable to each major
program and internal control over compliance as specified in OMB Circular
A-133**

None

Ouachita Agency of Homeland Security and Emergency Preparedness Agency
(A Component Unit of the Ouachita Parish Police Jury)
Summary Status of Prior Audit Findings

There were no findings included in the audit for the year ended December 31, 2003.